



Job Description

HR Assistant

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| Job Title: | HR Assistant |
| Department: | Administration |
| Responsible to: | HR Manager |
| Salary Grade: | Grade E Point 7 - 11 |
| Contracted Hours/Week: | 30 hours per week including school holidays <i>Please note that no more than 2 weeks leave can be taken during the school summer holidays and at least 2 weeks leave must be taken during term time.</i> |
| Contracted Weeks/Year: | 52 (All year round) |

Main Job Purpose

To assist the HR Manager in providing a comprehensive, professional and confidential Human Resource administrative service.

Support with recruitment including induction of new hires, contract preparation, absence, record keeping, payroll and personnel files.

Provide administrative support to the Health, Safety and Contracts Manager, and be one of the school's trained first aiders.

Provide whole school administrative support during the school holidays.

Main Responsibilities:

Recruitment

- Adhere to the Safer Recruitment requirements (training will be provided)
- Draft job adverts and upload approved adverts to the school website and other advertising platforms
- Support the HR Manager with the creation of job descriptions and person specifications
- Receive and acknowledge applications
- Prepare applications for shortlisting, prepare interview schedules and invite candidates to interview
- Meet interviewees and take copies of their id documents and certificates as required
- Issue reference requests for successful candidates and pass references to the HR Manager and Headteacher for checking
- Check original ID documents provided by the candidate, verify their right to work in the UK and submit applications for DBS checks and pre-hire medicals
- Prepare accurate employment contracts and contract variations using existing templates
- Ensure signed copies of contracts and variations are received from the employee within 4 weeks of issue
- Schedule an induction programme for each new employee, ensure it is completed and recorded

Record keeping

- Maintain the Single Central Record
- Maintain records of staff training and log on the school's management information system (SIMS)
- File all personnel records either online or in personnel files in secure filing cabinets
- Archive personnel records as required and in line with GDPR

Payroll

- Input overtime claims on the online system
- Maintain payroll tracker to ensure all changes are processed in the relevant month
- Run weekly payroll reports

Absence

- Ensure Absence Requests are supported by appropriate evidence
- Record all absences on SIMS and sickness/unpaid absences on the payroll system, ensuring Statement of Fitness for Work notes are logged
- Deal with staff queries regarding employment matters, contract issues, pay queries, referring to HR Manager when required

Leavers

- Process leavers in the payroll system
- Issue Exit questionnaire and exit checklist and archive files in line with GDPR
- Support the HR Manager by conducting Exit interviews as required
- Prepare annual summary of exit questionnaire and interview comments

Wellbeing

- Actively promote staff wellbeing, supporting the HR Manager with management of Teams Wellbeing Channel and initiatives to support and improve physical, mental and emotional wellbeing of employees.

First Aid

- To hold a valid Emergency First Aid at Work certificate and undertake renewal training as required
- To respond to First Aid calls promptly providing basic first aid and contacting fully trained first aiders for more serious incidents
- Complete medical logs for any first aid actions that you take

Other

- Provide administrative support to the Health, Safety and Contracts Manager, as required
- Attend relevant training as required by the HR Manager

School Administration – additional duties during School Holidays only

- Receive and distribute incoming correspondence via post and e-mail and respond where possible
- Provide administrative support in school to teachers on GCSE and A Level results days
- Monitor Admin Requests and action anything urgent
- Carry out archiving of student records
- Arrange confidential waste collection as required
- Organise lost property and email parents/carers regarding named items
- Ensure the Medical Room and cupboard are organised and out of date items disposed of appropriately
- Replenish First Aid boxes throughout the school
- Ensure the staff kitchen is tidy and descale kettle and urns

This is not a complete list of tasks that fall within the role and the post holder may be required to carry out other tasks consistent with their grade, skills and abilities.

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|----------------------------|-------|---|-------|
| Post holder | _____ | Effective date of this job description | _____ |
| Post holder's Signature | _____ | School Business Manager's Signature | _____ |

Date

Date
